

# Missouri Department of Health & Senior Services

## Community Food and Nutrition Assistance

### Summer Food Service Program

### 2004 Training Schedule

The Missouri Department of Health & Senior Services, Community Food and Nutrition Assistance will be offering training for sponsors of the Summer Food Service Program (SFSP).

Sponsors who have participated previously in the SFSP may attend one of the previous sponsor training sessions. These sessions will only cover program changes for 2004.

For sponsors who did not participate in the SFSP last year, it is mandatory that you attend one of the new sponsor training sessions. It is strongly recommended that sponsors who have new personnel administering the SFSP also attend the new sponsor training session. These sessions provide a more comprehensive overview of the SFSP.

<b>AGENDA</b>	
<b>PREVIOUS SPONSOR TRAINING</b>	<b>NEW SPONSOR TRAINING</b>
9:00 a.m. – 12:00 p.m.	9:00 a.m. – 3:00 p.m.
<u>TOPICS</u>	<u>TOPICS</u>
Introductions Policy Review 2004 Making Changes Record Keeping Review Meal Service Requirements review Completing the SFSP Application Completing the Claim for Reimbursement Commodities Monitoring Nutrition Ed Wrap-up Evaluation and Adjourn	Introduction to the SFSP Sponsor and Site Eligibility Requirements Record-keeping Requirements SFSP Meal Pattern/Meal Service Requirements Completing the SFSP Application/Calculating SFSP Reimbursement MDHSS Monitoring of SFSP Sponsors – What to Expect Production/Inventory Records Commodities Making Changes Completing the Claim for Reimbursement Audit Requirements/Civil Rights Requirements/Appeal Procedures Evaluation/Adjourn Enrolled Sites Only – Income Eligibility Forms

Please complete the following registration information and return it to our office at least one week prior to the training date of your choice. You may mail it to the Missouri Department of Health & Senior Services, Community Food and Nutrition Assistance, P.O. Box 570, Jefferson City, MO 65102, or call toll-free at 888-435-1464 or fax it to us at 573-526-3679.

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Name(s) of attendee(s): _____ Organization: _____ Address: _____ Phone Number: _____ Fax Number: _____ Date, location & time you plan to attend training: _____ (See dates and locations on reverse.)
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## TRAINING DATES AND LOCATIONS

### PREVIOUS SPONSOR TRAINING

DATE	LOCATIONS
<p>February 26, 2004 9:00 a.m. – 12:00 p.m.</p> <p>March 12, 2004 9:00 a.m. – 12:00 p.m.</p>	<p>Missouri Department of Health and Senior Services WIC Nutrition Training Room 930 Wildwood Jefferson City, MO</p> <p>Eastern District Health Office 220 South Jefferson St. Louis, MO</p> <p>Southeastern District Office 2875 James Blvd. Poplar Bluff, MO</p> <p>Northwestern District Health Office 3717 S. Whitney Avenue Independence, MO</p> <p>Southwestern District Health Office 1414 West Elfindale Springfield, MO</p>
<p>February 27, 2004 (AM &amp; PM sessions) 9:00 a.m. – 12:00 p.m. 1:00 p.m. – 4:00 p.m.</p>	<p>Southwestern District Health Office 1414 West Elfindale Springfield, MO</p>

### NEW SPONSOR TRAINING

DATES	LOCATIONS
<p>March 10, 2004 9:00 a.m. – 3:00 p.m.</p> <p>April 2, 2004 9:00 a.m. – 3:00 p.m.</p> <p>April 16, 2004 9:00 a.m. – 3:00 p.m.</p>	<p>Missouri Department of Health and Senior Services WIC Nutrition Training Room 930 Wildwood Jefferson City, MO</p> <p>Eastern District Health Office 220 South Jefferson St. Louis, MO</p> <p>Southeastern District Office 2875 James Blvd. Poplar Bluff, MO</p> <p>Northwestern District Health Office 3717 S. Whitney Avenue Independence, MO</p> <p>Southwestern District Health Office 1414 West Elfindale Springfield, MO</p>

**For directions or additional information, please call our toll free number at 888-435-1464.**